

CITY OF MILWAUKIE

CLASSIFICATION: SENIOR PLANNER

Department: Community Development/Planning

FLSA Status: Nonexempt

Pay Grade: 66

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

This is a professional planning position that serves as a project manager and provides direct assistance to the Planning Director. Performs a variety of complex professional and technical land use planning work in the areas of long-range comprehensive planning, development planning and transportation planning, including special planning studies, Capital Improvement Project planning work, land use application coordination and review and policy development. Provides information and assistance to developers, business community and the public on planning and development related matters. This position works under the general supervision of the Planning Manager. Provides technical assistance and may act as lead worker for other professionals on Planning projects. This position is distinct from the Associate Planner in the complexity of the work and the amount of independence in performing the duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
2. Assists in the development and updating of the City's Comprehensive Plan and Municipal Code; may be assigned a particular functional area such as transportation or natural resources for ongoing monitoring, update and technical assistance.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Prepares a variety of studies, reports and related information for decision-making purposes.
5. Performs the role of lead worker, including developing work plans and project schedules for assigned projects and coordinating activities of other professionals to accomplish a variety of planning and management projects. May be assigned specific duties to coordinate and manage work of associate level Planners.
6. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
7. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

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8. Coordinates planning activities and priorities with private and governmental agencies as assigned; serves when assigned as a member of a Planning task force composed of City, County or state groups.
9. Researches and develops grant proposals and obtains funding sources for projects as assigned; prepares requests for proposals, analyzes responses, and assists with the management of contracts for a variety of contractual professional services.
10. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
11. Evaluates land use applications and site plans for compliance with applicable local, State or Federal laws. Monitors assigned land use applications through the approval states and prepares reports and related data as required.
12. Provides staff support to the Planning Commission and City Council as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.
13. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
14. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
15. Assists in designs for parks, streetscapes, landscapes and other municipal projects.
16. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
17. Serves when assigned as a member of a planning task force composed of City, County or State groups.
18. Prepares and writes grant application components relating to geographies, maps, plats, site plans, etc.
19. Assists in maintaining the data base of information for planning purposes.
20. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
21. Coordinates and manages planning consultant contracts, as assigned.
22. Maintains positive public relations with customers and is responsive to customer needs.
23. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
24. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning.
- GIS applications.
- Project management principles and techniques.
- Environmental, social, economic, and other demographic factors affecting local planning options.
- Advanced planning and development research methods and techniques.

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Skills and Abilities to:

- Manage and coordinate complex projects and prioritize multiple assignments under tight timelines.
- Write complex technical reports within prescribed timeframes.
- Learn and apply local land use planning ordinances and State statutes governing the planning, public hearing and environmental decision-making processes.
- Analyze and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Provide liaison and coordination between the City and other agencies.
- Communicate effectively in public meetings and to facilitate public meetings.
- Establish and maintain effective working relationships.
- Work as a team player.
- Perform the essential duties of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree required from an accredited college or university with a concentration in urban or regional planning, public administration, or a closely related field.
- Five (5) years of progressively responsible experience in municipal planning;

Licensing/Special Requirements:

- Must possess, or obtain by time of hire, a valid Oregon or Washington State Driver's License.
- Must be able to pass the department's security clearance standards including review of driving record.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, GIS applications, and telephones.

Supervision:

- This is not a supervisory position; however, may provide lead worker direction to others.
- Operates under the general direction of the Planning Manager.

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Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Most work is performed in a standard office environment.
- Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing site inspections.
- Some evening meetings required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 11/20/90

Revised: 04/30/98; 11/30/04; July 7, 2007; November 10, 2021